

HOLY FAMILY INSTITUTE

Mental Health Clinician

Family Focused Solution Based Program

Reports to: Program Supervisor

Location: McKees Rocks

Hours: Full Time: Allow flexibility in scheduling as required by clients' needs

General Statement of Duties: Experience and skills in providing family/individual counseling, risk assessment and treatment planning. Capable of conducting brief mental status assessments, understanding of Drug and Alcohol issues and the impact they have on families. Be available during crisis situations if necessary for the family and children. Possess the ability to work as a team leader and independently provide timely and appropriate documentation.

Essential Functions:

1. Promote the Mission, Philosophy and Values of Holy Family Institute:
2. Provide counseling to families:
 - Establish goal plan with the family based on intake assessment and the families' needs.
 - Ensure that all services are based on the goal plan.
 - Provide family counseling sessions to assist clients in meeting their goals.
 - Provide parenting education through family and individual sessions.
 - Provide ongoing assessment of treatment issues and needs.
 - Provide individual mental health counseling to identified clients within the family.
 - Provide a minimum of 25 hours of direct contact weekly (via in person and/or Telehealth), 20% of which is delivered with the Family Support Specialist.
3. Provide documentation of service:
 - Complete Genogram and Timeline documentation with the families within the first month of treatment.
 - Assure that progress notes accurately reflect service provided to families and their progress.
 - Assure that monthly goal plan reviews reflect services provided and family progress on their goals.

- Submit discharge summaries to supervisor within 15 days of discharge.
 - Complete all documentation within established guidelines.
 - Complete mental health assessments when needed.
4. Cooperation with outside agencies, doctors, and schools:
- Attend meetings and court hearings if requested by the family.
 - Maintain ongoing communication with outside agencies and schools involved with the families on caseload.
 - Establish a discharge plan with the family and assist with transitioning into new service prior to closing.
5. Participate in ongoing development of the program:
- Adhere to requests made by supervisor.
 - Make suggestions about improvement of services to families.
 - Know and comply with all agencies Continuous Quality Improvement activities.
 - Follow office and agency HIPPA procedures.
6. Develop and increase skills in working with children and families:
- Attend all mandatory trainings, including CCBHO requirements.
 - Develop personal training goals.
 - Attend monthly group supervision to discuss and present cases.
 - Attend monthly consults with the psychiatrist to discuss and present cases.

Reporting Relationship: Reports to Supervisor of FFSB Program

Minimum Requirements

Master's Level required; experience preferred. Must maintain valid driver's license and car. Must be capable of visiting families in their homes on a flexible schedule and transport families in a car if needed. Act 33/34 and FBI clearances required. **EOE**